

A practical guide to organising your work and life

Purpose

Do you feel that everything is getting on top of you? Are you drowning in paperwork? Is your inbox unmanageable? Are there not enough hours in the day to get the job done?

This course will put you back in control and give you the skills you need to manage yourself and/or others and your resources to be effective and proactive at work and at home.

How you benefit

Planning focuses your energies and activities on organising resources to meet customer needs in a competitive environment. By organising your workload and managing your time you'll achieve more during your working day and increase the contribution you make to the overall performance of the business.

What you learn

- What's holding you back?
- The importance of setting and prioritising SMARTER goals and objectives
- How to estimate time and effort required to complete a task
- To understand and use planning tools
- How to establish, monitor and adjust priorities and react assertively when others place demands on you
- How and when to delegate
- To apply effective time management techniques
- To project a confident, competent and organised impression
- To manage your own work-life balance

Duration

1 day

Fee

£149.00 + VAT

This course can be tailored to meet the specific needs of your organisation and delivered at your preferred location.

For further information, please contact solutions@chwaraeteg.com or call 029 2047 8900 or visit <http://www.chwaraeteg.com/solutions>